

Personnel Hilites

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Winter Edition

2001

IRAP

A New Recognition Awards Program Unveiled

The Personnel and Security Directorate (P&SD) initiated a new Informal Recognition Awards Program (IRAP), November 2000. IRAP provides a framework for recognizing P&SD civilian and military employees and their contributions, e.g., improving work processes, supporting colleagues, or providing outstanding customer service. With IRAP, P&SD managers, team leaders, and employees now have at their disposal an informal mechanism for recommending non-monetary awards.

IRAP was one of the major initiatives of the P&SD's Executive Steering Team (EST). Jean Pascucci, Assistant Director, Strategic Planning and Business Operations (SPBO) Director-

ate and Robert Seltzer, Assistant Director, Military Personnel Division, chaired the Recognition Process Action Team (PAT).

P&SD employees who were members of the PAT included Pat Dickson (Personnel Information Management); Kurtis Jones (Human Resource Development); Mary Sommer (previously with P&SD now with CPMS); Chris Williams (Security); and Ed Bryan (Equal Employment Opportunity).

The authority to administer IRAP was delegated to Mrs. Pascucci from Janet E. Thompson, Director, P&SD.



Mickey Hughes, Personnel Services Directorate, Extra Mile recipient, chooses a gift envelope from the Basket of Awards as Alice Bell and Shelbie Casey look on.

Continued on page 2

Inside . . .

Rollback of CSRS and FERS Withholdings Rates	2
Update: WHS 2000 CFC	3
FEHB Children's Equity	5
FEEA Scholarship	5
Retirement Benefits	6
RESUMIX Corner	7
Upcoming Executive Seminars	8
Start Saving Now	10
Federal Career Intern Program	11
Pentagon Daycare	11
Learn to Speak Spanish	12
AF/SALC Learning Center	12



(l. to r.) Kathi Muhammad, SPBO, pictured with Extra Mile recipient, Debbie Doll, Personnel Services Directorate.

Continued from page 1

The PAT created four different types of informal recognition awards. Two of the new awards require that EST members be the nominators—the **Employee of the Quarter/Year** and the **Pinnacle Award** (a group or team award given semiannually). The **Extra Mile Award** and the **Decathlon** are the other two award categories. The **Extra Mile Award** allows first-level supervisors and team leaders to give immediate recognition to employees who have gone that “extra mile” in accomplishing a task or have helped one of their co-workers complete a task that contributed to the mission. The

Decathlon makes it possible for employees to recognize their peers’ contributions and to say “thanks.” Since IRAP’s inception, 33 **Decathlons** and 28 **Extra Mile Awards** have been presented to employees within seven different P&SD Divisions. (The photos on page 1 depict recent IRAP recipients.) Brochures on IRAP and copies of the program guidance are available from any P&SD supervisor or team leader. Further questions on IRAP can be directed to Kathi Muhammad, Chief, Administrative Division, SPBO, 703/617-7102.



The Ten Attitude Commandments

1. It is attitude, not aptitude, that governs altitude.
2. The purpose of existence is not to make a living, but to make a life.
3. A negative thought is a down payment on an obligation to fail.
4. You will seldom experience regret for anything you’ve done. It’s what you don’t do that will torment you.
5. Complaining is the refuge of those who have no self-reliance.
6. The ultimate cost of something is that amount of life that you will exchange for it.
7. Youth is not a time of life, but a

state of mind. Wrinkles test the skin but never touch the soul.

8. People who have not set a worthwhile purpose in life are easy prey of anxiety.
9. The worst bankruptcy is the person who has lost enthusiasm.
10. Nobody can make you feel inferior without your consent.



Whenever I’m disappointed with my spot in life, I stop and think about little Jamie Scott. Jamie was trying out for a part in a school play. His mother told me that he’d set his heart on being in it, though she feared he would not be chosen. On the day the parts were awarded, I went with her to collect him after school. Jamie rushed up to her, eyes shining with pride and excitement. “Guess what Mom,” he shouted, and then said those words that will remain a lesson to me: “I’ve been chosen to clap and cheer.”

Rollback of CSRS and FERS Withholdings Rates

President Clinton signed legislation on October 23, 2000, which rolled back CSRS and FERS withholdings rates for all employees, except Members of Congress, to those in effect prior to 1999. The new lower rates became effective on January 14, 2001.

For most CSRS covered employees, the withholding rate will decrease to 7%. Most FERS covered employees will be subject to withholdings of 0.8%. Employees covered by CSRS Offset will have the same rate of withholding as FERS employees.

“
*Quality isn’t an act;
it’s a habit.*

Aristotle



Personnel Hilites

The spring edition of *Personnel Hilites* will be online by April 1, 2001. **The deadline for submitting articles to be included in the issue is March 12, 2001.**

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WHS Soars Past Its \$110,000 CFC Goal

The DoD 2000 Combined Federal Campaign (CFC) officially closed on Wednesday, January 31, 2001. It was a stellar campaign with DoD raising almost \$11.7 million, surpassing its original goal by over \$1.1 million.

The Washington Headquarters Services (WHS) was a shining star in the DoD 2000 CFC story as it entered the CFC arena on its own for the first time. The employees of WHS showed their generosity and grit to the end. When the campaign ended on January 31, WHS employees had pledged \$149,905. This represented 136% of the WHS stated goal of \$110,000. The average gift was \$153; 50% of the money contributed was pledged through payroll deductions; and 57 Eagle pins were awarded (43 single and 14 double eagles). Sixty-seven percent of the WHS employees contributed to the 2000 CFC.

Having accomplished its objective to raise \$110,000 within the first eight weeks, WHS held a CFC Recognition Ceremony on December 14, 2000. The ceremony was the culmination of an enthusiastic, fun-filled, and well-managed campaign. It was a tribute to everyone who was part of the WHS 2000 Campaign Team—Keyworkers, Directorate Campaign Managers/Co-Managers, Steering

Committee Chairs, Loaned Executives, and the lead management team. The hostess was the **WHS 2000 CFC Chair**, Janet E. Thompson. Mr. David O. (Doc) Cooke was there to participate in the celebration and to make several award presentations. Over 100 people attended this seated event featuring: light refreshments, dozens of certificates and awards, and an exuberant WHS esprit de corps.

The presentation by Mr. Cooke of special National Capital Area (NCA) CFC Awards was one of the highlights of the Recognition Ceremony. All of the WHS Directorates received an NCA award for achieving a specific percentage of employee

participation. There were five President's Awards (75% or more participation); three Chairman's Awards (67% or more participation);

Continued on page 4



Campaign Managers, Brenda Lee, (top photo), Pentagon Renovation Program Office, and Paul Mendez (bottom photo), Federal Voting Assistance Office, receive awards from Ms. Thompson.



(l. to r.) Paul Haselbush, Director, Real Estate and Facilities (RE&F), receives NCA CFC Merit Award from Mr. Cooke.

Attendees at the WHS CFC Recognition Ceremony.



Continued from page 3



Keyworkers, Bernard Robinson, (left photo), Boards, Commissions, and Task Forces, and Diane Miller (bottom photo), Budget and Finance, receive Certificates of Appreciation from Ms. Thompson.



one Honor Award (60% or more participation); and two Merit Awards (55% participation). In addition to the special awards, Mr. Cooke presented each of the WHS Directors with a 100% Goal Achievement Certificate. All Directorates met and surpassed their monetary goals but one, which met 80% of its goal.

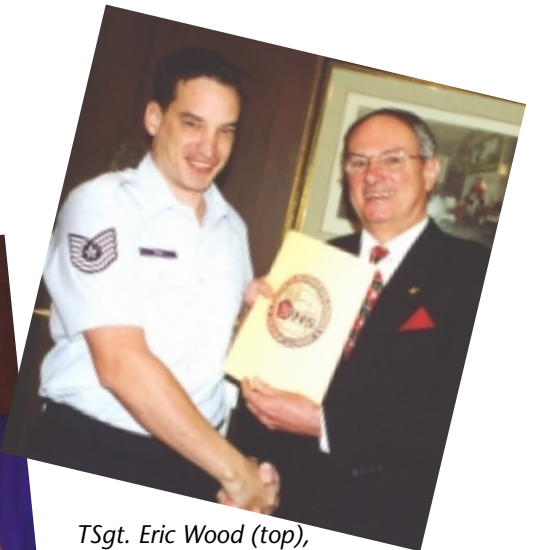
Mr. Joe Friedl, Special Events Chair, presented Special Service Award certificates to all those who assisted at any special WHS sponsored CFC event. The first annual WHS Silent Auction was the largest such event held during the campaign. It raised nearly \$4,000.

All the Keyworkers, Campaign Managers/Co-Managers, and Steering Committee Chairs received awards and certificates. Special recognition was given to the Graphics and Presentations Division, Real and Facilities Directorate, for creating the dynamic **WHS 2000 CFC** marketing and communications campaign—“A New CFC Player for the New Millennium” as well as the spunky Silent Auction multimedia production, “CFC Mambo #1.”

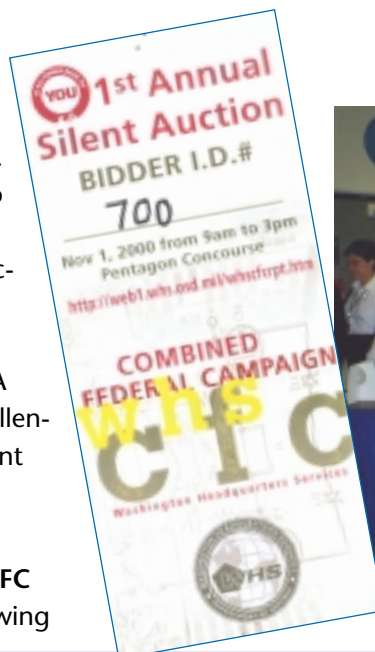
The success of the **WHS 2000 CFC** can be summed up by the following

quote, “If everyone is moving forward together, then success takes care of itself.” This epitomizes how the **WHS 2000 CFC** Team worked throughout the campaign.

For further information about the CFC, visit the WHS CFC web site at <http://whscfc.whs.mil>. Additionally, questions can be directed to Rita Rutsohn, WHS 2000 CFC Campaign Administrator, 703/617-7916.



TSgt. Eric Wood (top), Correspondence & Directives, and Brenda Henderson (below), Real Estate and Facilities, receive Special Service Awards from Joe Friedl, Special Events Chair.



(l.to r.) Steve Kelly and Joe Friedl selling tickets at the Silent Auction—Show me the Money.

Federal Employees Health Benefits (FEHB): Children's Equity

The FEHB Children's Equity Act of 2000 was enacted October 30, 2000. This new law requires mandatory *self and family coverage* for FEHB-eligible employees who don't comply with either a court or administrative order to provide health benefits for their child(ren). An employee subject to such an order must enroll in *self and family coverage* in a plan that provides 1) full benefits to his/her child(ren) in the geographic area where they live; or 2) documentation that he/she has other health coverage for the child(ren). If an employee doesn't enroll in an appropriate health plan or provide documentation of such coverage, the agency must enroll the employee for *self and family coverage* under the Standard Option of the Blue Cross and Blue Shield Service Benefit Plan (enrollment code 105).

Mandatory coverage has been in effect for several years in the private sector. This new law extends the requirement to Federal employees.

If you have questions or need further information about this change, contact a Benefits Specialist by calling 703/617-7382. Once you're in the system, press "2" for **Benefits Information** and then press "2" again for **Benefits and Entitlements**. Follow the voice prompts after pressing "1" for current HRSC Serviced Employee and entering your social security number and PIN. (If this is your first time using the system, your PIN is your 2-digit month and 2-digit year of birth, e.g., June 1947 is 0647.) When you hear the message, **For Employee Health Benefits**, press "1" and then press "0." You'll be connected to a Benefits Specialist.

FEHB Reminder

If you made a change during the **Federal Employees Health Benefits (FEHB) Open Season** (November 13-December 11, 2000), it became effective on January 14, 2001. This change was reflected in your February 2nd paycheck. Review your Leave and Earnings Statement (LES) to ensure that the correct FEHB deduction was made. If you find a discrepancy or have any questions, contact your Administrative Officer or one of the Benefits Specialists at the Human Resource Services Center. You can reach a Specialist by calling 703/617-7382. Once you're in the system, press "2" for **Benefits Information** and then press "2" for **Benefits and Entitlements**. Follow the voice prompts after pressing "1" for current HRSC Serviced Employee and entering your social security number and PIN. (If this is your first time using the system, your PIN is your 2-digit month and 2-digit year of birth, e.g., June 1947 is 0647.) When you hear the message, **For Federal Employees Health Benefits**, press "1" and then press "0." You'll be connected to a Benefits Specialist.



FEEA Scholarship Application Now Available

The 2001-02 **Federal Employee Education and Assistance Fund (FEEA)** scholarship application is now available online at <http://www.feea.org>. Visit FEEA's web site to download and print out an application. To receive a printed application, send a self-addressed, stamped envelope to Scholarship Program, FEEA, 8441 W. Bowles Avenue, Suite 200, Littleton, CO 80123-3245. Applications must be returned to FEEA headquarters no later than March 30, 2001. Winners will be notified on or before August 31, 2001. The scholarship awards range from \$300-\$1500 and are strictly merit-based. For the 2000-01 academic year, there were over 6,000 applications with 410 applicants awarded scholarships totaling over \$275,000.

For further information, contact Kate Swiencki, FEEA Washington representative, at 202/708-4909 or katefeea@aol.com.

“
Don't wait for the big moments in life—do something special every day!
”

A New Retirement Law Affecting Retirement Benefits

On September 19, 2000, President Clinton signed the **Federal Erroneous Retirement Coverage Correction Act (FERCCA)**. This law provides relief to employees who were placed in the wrong retirement plan after December 31, 1986 and had at least 3 years of service. If you fall into this category, **FERCCA** can help you in one or more of the following ways:

- You may have an opportunity to choose another retirement plan.
- You may be reimbursed for certain out-of-pocket expenses you paid as a result of the coverage error.
- You may benefit from certain changes in the rules about how some of your Government service counts toward retirement.
- You may be able to make up contributions to the Thrift Savings Plan (TSP) and receive make-up earnings on those contributions.

If you think **FERCCA** applies to you, contact a Benefits Counselor through the Benefits Call Center. Telephone 703/617-7382 or call toll free 1-877-521-1923 or TTY 703/617-9658. Once you're in the system, press "2" for **Benefits**

Information and then press "2" again for **Benefits and Entitlements**. Follow the voice prompts after pressing "1" for current HRSC Serviced Employee and entering your social security number and PIN. (If this is your first time using the system, your PIN is your 2-digit month and 2-digit year of birth, e.g., June 1947 is 0647.) When you hear the message For **Retirement**, press "2" and then press "0." You will be connected to a Benefits Counselor. The Counselor will collect information from you so that your name can be added to the Office of Personnel Management (OPM) database. If you prefer, you can add your own name by visiting the benefits web site at <http://persec.whs.mil/hrsc/index.html>. When you get to the site, click on **Benefits Information**, then click on **Retirement Benefits**, and finally click on **Retirement Code Correction**.

Identifying employees that can be helped under **FERCCA** is only the first step. The Benefits Division is working with OPM to implement this law expeditiously. You can monitor the **FERCCA** progress implementation by visiting the above web site.



The New WHS Human Resource Development Organization

Have you heard? Some changes have occurred within WHS' two training offices. With the retirement of Jim Flaggert, Dr. JanaLee Sponberg has assumed responsibility for managing both the SES Education and Training and the Workforce Development offices. With the merging of these two entities, the newly created organization was named—Human Resource Development (HRD). This new entity is dedicated to 1) helping employees achieve personal and professional growth; and 2) providing our serviced organizations with the tools necessary to become learning organizations.

Watch for the new HRD web page—it's coming soon. During the interim, HRD will continue to be shown as two organizations (SES/APEX and Workforce Development) on the Personnel and Security web page <http://persec.whs.mil/>.

REMINDER

*Deadline for articles to appear in the next issue is
March 12, 2001*

Bookmark Hilites for direct access!

<http://persec.whs.mil/hilites>

RESUMIX Corner

The Human Resource Services Center (HRSC) recently upgraded the RESUMIX System to RESUMIX 5.3.1. This upgrade necessitated the migration of over 20,000 resumes in less than two weeks. The migration was a success.

RESUMIX 5.3.1 provides a number of system enhancements that weren't available under the previous version. These include:

- Increased the skills base from 80 to 200 skills per resume—these are the qualifying and referral criteria for vacant positions.
- Unlimited consideration for vacancies versus a maximum of 30 vacancies.
- Full compatibility with the Modern Defense Civilian Personnel Data System (Modern DCPDS).
- Ability of applicants to check receipt of their resumes and/or self-nominations and to follow up on the status of vacancies applied for by logging onto the web page.

The policy on processing updated resumes was revised when the migration to the new system occurred. Updated resumes will now be processed on the 1st and 15th of each month. This change is reflected in the Job Kit, which is available on the web page at <http://persec.whs.mil/hrsc/>. **Note: This is a new web address—remember to change your bookmark!**

RESUMIX *facts...*

- You can have a copy of the Job Kit and a current vacancy listing plus have a variety of personnel-related forms faxed directly to you by calling 703/617-0652 or TTY 703/617-0647.
- **Resume Preparation Briefings** are held in the OSD Conference Room in the Pentagon, Room 1E801, from 1-2:00 p.m. each month. Seating is on a first-come, first-served basis (no reservation required).
- The schedule of monthly Resume Preparation Briefings through June 2001 is February 21, March 21, April 24, May 22, and June 19.
- **Monthly Resume Preparation Briefings** are conducted to help you write your resume for the electronic application system. These briefings are designed 1) to explain the on-line application process using the Human Resource Services Center (HRSC) Resume Writer; 2) to teach you how to verify if your resume and/or self-nomination has been processed; and 3) to clarify other information on the web page that will assist you with the application process.
- The best method to use when submitting your resume and/or self-nomination is the HRSC Resume Writer on the web page. When you use it, you'll receive an electronic notification verifying that your resume and/or self-nomination has been received and that the information from these documents has been downloaded directly into the HRSC database.

For further information about RESUMIX, contact Paula Hartzoge, RESUMIX Program Manager, WHS/Personnel and Security Directorate, 703/617-7109.



IT'S HARD TO BELIEVE THAT CERTAIN PEOPLE SURVIVE

A young executive was leaving the office late one evening when he found the CEO standing in front of a shredder with a piece of paper in his hand. "Listen," said the CEO, "this is a very sensitive and important document, and my secretary has gone for the night. Can you make this thing work?" "Certainly," said the young executive. He turned the machine on, inserted the paper, and pressed the start button. "Excellent, excellent!" said the CEO as his paper disappeared inside the machine. "I just need one copy."

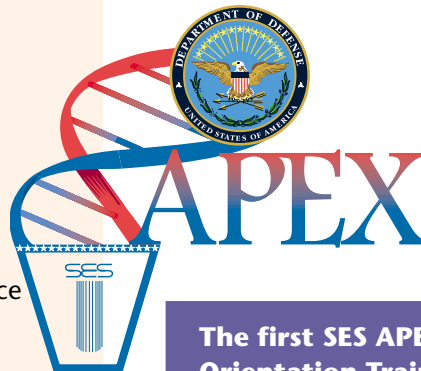
NEWS FROM THE SES EDUCATION AND TRAINING OFFICE

Upcoming Executive Seminars

Mark your calendar for the following seminar dates:

- Held monthly – Media Training on Camera (in the Pentagon)
- May 29-June 1, 2001 – Executive Interactive Competencies (Charlottesville, VA)

The executive seminars are designed for Senior Executive Service (SES), Senior Level, Scientific and Professional members, and General and Flag Officers.



The first SES APEX Orientation Training Program for 2001 will be held March 4-16. The second session of the year will be held September 9-21, 2001.

MEDIA TRAINING ON CAMERA

Scheduled monthly at the Pentagon's Audio-Visual Studio or Service Studio. Submit your training form to the SES Education and Training Office.

This 4-hour on-camera seminar prepares leaders to face the uncertainties of "live camera" experiences. Participants will get the tools needed to work effectively with the media and have the opportunity to practice delivering their messages. Participants will assess their performance for both the positive and negative aspects. Call the Human Resource Development Office at 703/617-7959/60 for a reservation.

EXECUTIVE INTERACTIVE COMPETENCIES: COMMUNICATION SKILLS LEADING THE PROCESS OF CHANGE

May 29-June 1, 2001

Center for Executive Leadership, Federal Executive Institute, 1301 Emmet Street, Charlottesville, VA

Leadership behavior consists of competencies in communicating, motivating, resolving conflict, and delegating responsibility. This workshop will add to and expand each leader's repertoire of skills within the context of joint-problem solving. A partial list of the behavioral skills to be developed during this workshop include becoming more straightforward, putting people at ease, resourcefulness, building relationships, increasing flexibility and self-awareness, compassion, sensitivity, decisiveness, and confronting problem employees. This 4-day workshop will be augmented by guidance from Dr. Warren Blank, a leading voice in executive leadership and management.

For more detailed information about any of the SES Executive Seminars, call the SES Education and Training Office, 703/617-7959/60, or visit the SES web page: <http://persec.whs.mil/apex>.

“

Even if you're on the right track, you'll get run over if you just sit there.

Will Rogers

How far you go in life depends on—your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the strong—someday in life you will have been all of these.

George Washington Carver

”

Your Benefits

Did You **KNOW** That...

- ✎ If you think your retirement coverage is incorrect, you can reach a Benefits Counselor by telephoning the Benefits Call Center at 703/617-7382 or calling toll free 1-877-521-1923. Once you're in the system, press "2" for **Benefits Information** and then press "2" again for **Benefits and Entitlements**. Follow the voice prompts after pressing "1" for current HRSC Serviced Employee and entering your social security number and PIN. (If this is your first time using the system, your PIN is your 2-digit month and 2-digit year of birth, e.g., June 1947 is 0647.) When you hear the message **For Retirement**, press "2" and then press "0." You'll be connected to a Benefits Counselor. If you prefer, you can register for a review of your retirement coverage by visiting the benefits web site at <http://persec.whs.mil/hrsc/index.html>. When you get to the site, click on **Benefits**; then click on **Retirement Benefits**; and then click on **Retirement Code Correction**.
- ✎ The 2001 taxable limit as set by the Internal Revenue Service for employee contributions is \$10,500.
- ✎ The Accidental Death and Dismemberment benefits under the Federal Employees' Group Life Insurance Program aren't payable when the insured's death or dismemberment is caused while driving intoxicated. This is consistent with the exclusions for suicide or attempted suicide; willful self-injury by the insured; and the insured's injury or death caused by the use of illegal or illegally obtained drugs.
- ✎ If you are a FERS employee and don't contribute to the Thrift Savings Plan (TSP), your financial future in retirement won't be as secure as it should be.
- ✎ Within certain timeframes, when you marry or have a child, you may increase a portion of your life insurance.
- ✎ You should review your Leave and Earnings Statement (LES) regularly to ensure that the correct deductions are being taken. This is especially important when you make changes to your benefits—FEHB, FEGLI, and TSP.
- ✎ If you transfer to FERS from CSRS, you need to keep your LES that shows your sick leave hours at the time of transfer. If you don't have a copy, and payroll hasn't kept appropriate records, your sick leave won't be credited.
- ✎ An employee who is married at the time of retirement must obtain spousal consent if he/she doesn't want to elect the maximum survivor benefit.
- ✎ You are responsible for notifying your Customer Service Representative (CSR) when your home address changes.
- ✎ You can now make benefit changes (TSP, FEHB, and FEGLI) and get retirement computations 24 hours a day, 7 days a week through the Benefits Call Center. Call the commercial number at 703/617-7382 or the DSN at 767-7382 or toll free at 1-877-521-1923. You can also make benefit changes on line at <http://persec.whs.mil/hrsc/index.html>.

Courage is being scared to death but saddling up anyway.

John Wayne

There are two ways of spreading light: to be the candle or the mirror that reflects it.

Edith Wharton

Life is not measured by the number of breaths we take, but by the moments that take our breath away!

U.S. Savings Bonds

Start Saving Now for Tomorrow

If you want to do more than just get by, you need to start saving money and planning for tomorrow. You'd be surprised at what a difference setting aside a little money can make. (Take a look at the chart below). By saving just \$50 from each paycheck, assuming an average return of 6%, the total value of your savings after 30 years will be over \$100,000. Of course, there's no way to predict the future of interest rates, but the chart shows that consistent saving yields impressive results over time.

A safe convenient way to save money, the Payroll Savings Plan for U.S. Savings Bonds allows you to put your hard-earned money to work without risking it.

Savings Bonds are liquid, so if you need money unexpectedly, it's right there for you. The longer you let your bonds grow, the greater the benefit to you, but you can redeem them any time after six months. If bonds are redeemed before 5 years, there is a three-months' interest earnings loss.

Two types of Savings Bonds are now available to consumers—the inflation-indexed **Series I** and the traditional **Series EE**. The Series I Bond is sold at face value. It earns a fixed interest rate (currently 3.4 percent) plus an inflation rate every



six months. The current yield is approximately 6.49 percent making the money saved invulnerable to inflation. The **Series EE** Bond is sold at half its face value and earns interest at 90 percent of the average return on 5-year Treasury securities. Rates are adjusted semiannually to track market changes. The rate through April 2001 is 5.54 percent.

The two bond series come in denominations ranging from \$50 to \$10,000. Both are tax advantaged, i.e. state and local income taxes are exempt and Federal tax can be deferred until the bonds are cashed

or reach final maturity. Additionally, bonds are backed by the full faith and credit of the United States Government.

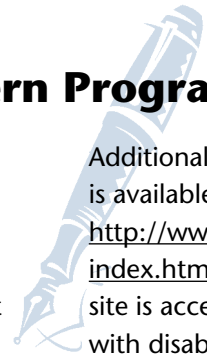
Savings bonds currently earn better returns than passbook or money market accounts and short-term CDs. They are as flexible as passbook accounts and are tax advantaged and safe. The **Series I Bonds** hold their value against inflation and grow from there. U.S. Savings Bonds are a great way to increase the value of savings without risk. For more information visit the Savings Bonds website, <http://www.savingsbonds.gov>.

Additional information about the upcoming U.S. Savings Bonds campaign can be obtained from Thelma Jones, Program Manager, Voluntary Campaign Management Office, 703/588-8176.

Be ready for tomorrow - enroll in the Payroll Savings Plan today.

Federal Career Intern Program

President Clinton signed Executive Order 13162 on July 6, 2000 establishing the Federal Career Intern Program (FCIP) to help Federal agencies attract and recruit exceptional men and women for placement in a variety of government occupations. The Office of Personnel Management (OPM) issued interim regulations on December 14, 2000, implementing the FCIP. The FCIP is intended for positions at grade levels GS-5, 7, and 9 or other trainee positions. Agencies are required to follow the Merit System Principles, apply Veterans preference where appropriate, and ensure equal employment opportunity for everyone in the implementation of this program. Interns are appointed into the Excepted Service for a two-year internship. Throughout the internship, the intern participates in formal training and developmental opportunities to acquire the competencies appropriate to the employing agency's mission and needs. The intern's appointment expires at the end of the two-year period but may be extended for an additional year with OPM approval. Competitive civil service status may be granted to the intern upon meeting all program qualifications and successfully completing the internship. Agencies must determine the appropriate use of the FCIP within their organization as well as design, develop, and implement the program in accordance with the interim regulations.



Additional information on the FCIP is available on the OPM web site: <http://www.opm.gov/careerintern/index.htm>. Note: The OPM web site is accessible for use by persons with disabilities, i.e., compatible with screen readers, assistive special software, etc.

In support of this initiative, the Washington Headquarters Services,

Personnel and Security Directorate will be working closely with the organizations serviced by the Human Resource Services Center to develop FCIP. More information will follow in the near future.

Contact Denise Michel at 703/617-7144 or TTY 703/617-0650 for further information.

Pentagon Daycare

Let the **Pentagon Child Development Center** provide you with the opportunity to be near your child during the most formative time of his/her life. The Center provides full-day childcare for the children of DoD civilian and active duty military personnel who work in the Pentagon, Federal Office Building #2, 400 Army/Navy Drive, and Henderson Hall. The children of other Defense employees will be considered only after the names on the Waiting List have been exhausted.

The Center is located in the Pentagon's North Parking area near the POAC and the Corridor 8 entrance. Children are accepted as young as 6 weeks old through their eligibility for kindergarten. The Center is open Monday through Friday 6:30 a.m. to 6:00 p.m., but closed Federal holidays. Tours are conducted every Thursday at



10:00 a.m. No appointment is necessary.

To inquire about vacancies, telephone 703/693-4931 or e-mail: re&fd daycare@ref.whs.mil. The Childcare Team of Veronda Powell, Harold Carr, and Alexis Olmsted take great pride in providing quality service to meet the needs of working parents and their children. They are ready to assist you and answer any questions you may have about Pentagon's Daycare program.



Do You Want to Learn to Speak Spanish?

Over the past few months, the Learning Resource Center (LRC) has received several requests for Spanish language resources. The *Rosetta Stone*, a CD-ROM Spanish language course, is now available at the LRC.

For those seeking to learn the Spanish language through automation, the *Rosetta Stone* is the first choice. Intended for serious learners, this course is equivalent to a year of college course study. The *Rosetta Stone* teaches Spanish through an extensive series of drills that associate text, spoken words, and pictures. This course goes beyond simply learning tourist phrases. It presents an extensive range of vocabulary and grammar in a clear and simple manner. This is the only course you'll need to learn Spanish.

No prior knowledge of Spanish is required to use the *Rosetta Stone* successfully. Unlike learning a language in a classroom, the *Rosetta Stone* is designed to be entertaining and self-paced. You can learn Spanish when you want; you set the pace. This CD-ROM contains over

8,000 real life color images plus thousands of words and phrases spoken by native speakers. It emphasizes both the spoken and written word. The course's interactive design requires constant response, which holds your attention and improves retention. The program has a built-in speech recogni-

tion feature that helps you pronounce the words and speak the language as it should be spoken.

To check out this new resource, contact Philomena Mubangu, the LRC Manager, at 703/617-7277 or email her at mubanp@osd.pentagon.mil.

The Air Force Skills Assessment and Learning Center (AF/SALC)

The Air Force Skills Assessment and Learning Center (AF/SALC) is located in Rosslyn at 1500 Wilson Blvd, Suite 405, Arlington, VA. It offers a diverse curriculum designed for self-improvement using leading-edge training technology. Best of all—it's free. The curriculum offers tutoring sessions designed to help individuals achieve higher scores on the SAT, GMAT, LSAT, GRE, and short courses to improve computer skills. The Test of Adult Basic Education (TABE), which interfaces with the Integrated Learning System (ILS), provides an interactive learning environment designed to improve reading, writing, language, and math skills. Pre-course testing enables a personalized program to be created to fit one's needs. Regardless of grade or rank,

civilian or military (all services), anyone can benefit from the AF/SALC curriculum. Other courses offered by the Center include speed-reading, a typing tutor, and CD ROM language programs in German, French, Italian, and Spanish. An extensive video lending library covering topics on sexual harassment, management, leadership, self-development, total quality management, and much more are available for check out. Instructor-led computer courses in PowerPoint, Word, Excel, Access, and the Internet will resume sometime in the future. For more information about the AF/SALC or to schedule a course, call David Stebbins or Ronald Douglas at 703/588-6323/5298 or DSN 425-6323/5298. The Center's FAX number is 703/696-6969.

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